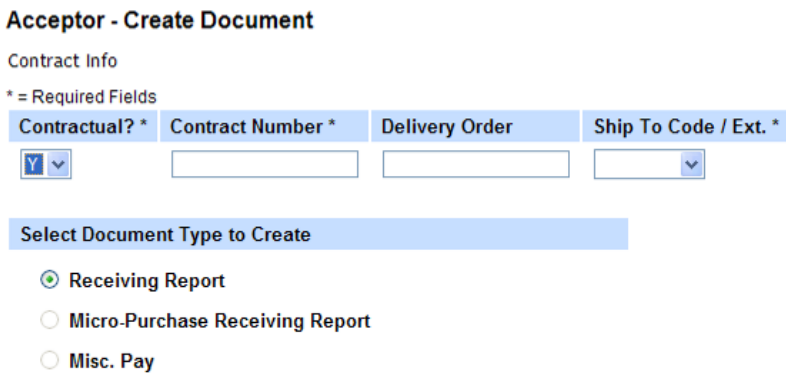# Create a Receiving Report-Acceptor

Overview   In some cases you may need to create the Receiving Report.

Before creating a Receiving Report we recommend checking to see if the vendor has an active account in WAWF.

Create Procedure   Follow the steps below to begin creating a Receiving Report.

Step	Action
1	After Logon, click on the Government link at the top of the screen. **Wide Area Workflow 5.0.0** User Administration Console Government Property Transfer Documentation Lookup Logout
2	Click the **Create Document** link. **Acceptor** Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder Result: Create New Document screen appears.
3	Enter the **Contract Number,** and select the **Ship To Code.** **Acceptor - Create Document** Contract Info * = Required Fields Contractual? * Contract Number * Delivery Order Ship To Code / Ext. * Y Select Document Type to Create ⦿ Receiving Report ○ Micro-Purchase Receiving Report ○ Misc. Pay
4	Click the **Next** button. Next Reset Help

Create a Receiving Report-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
5	Enter the **Pay DoDAAC** if not populated systemically. **Acceptor - Receiving Report** Contract >> Pay DoDAAC | Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
Y	DAAB0797DB608		HQ0015		 * = Required Fields INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.
6	Click the **Next** button. [Next] [Previous] [Reset] [Help]
7	The following warning will be displayed identifying that DCMA admin contracts cannot be created by Government Roles. Contract >> Pay DoDAAC >> Document WARNING: If this is a DCMA administered contract, you will not be able to create a Receiving Report. If you have any questions, please contact your PCO/ACO.
8	Click the **Receiving Report** button. **Select Document to Create: *** ○ Receiving Report
9	Click **Inspection** and **Acceptance** points. Then click the **Next** button. 	Contract Number	Delivery Order	Ship To Code / Ext.	Pay Official
DAAB0797DB608		HQ0015	HQ0347	 **Search For:** Shipment No. ☐ Template [ ] ⊙ Active Documents ○ Archived Documents ○ Active and Archived Documents **Select Document to Create: *** ⊙ Receiving Report Inspection: [Destination ▼] Acceptance: [Destination ▼] ☐ From Invoice [Next] [Previous] [Reset] [Help] Note: • Click the Template box and enter Shipment No. if creating the receiving report from a previous document. (See instructions for Creating a Receiving Report from a Template) • Click the From Invoice box if the receiving report is to be matched to a specific previously submitted invoice and. (See instructions for Create a Receiving Report from an Invoice)

Create a Receiving Report-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
10	Enter the **Admin DoDAAC,** and **Cage Code**. All other fields are optional. **Acceptor - Receiving Report** Contract >> Pay DoDAAC >> Document >> Routing INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document. Contract Number: DAAB0797DB608 — Delivery Order — Ship To Code / Ext.: HQ0015 — Inspection Point: D — Acceptance Point: D — Pay DoDAAC: HQ0347 Issue Date — Issue By DoDAAC — Admin DoDAAC *: SUK12A — Inspect By DoDAAC / Extension — Mark For Code / Extension Ship From Code / Extension — LPO DoDAAC / Extension — Cage Code * / Extension: 027M9
11	Click the **Next** button. [Populate CLINs] [Next] [Previous] [Reset] [Help] Result: Header Tab screen appears
12	Complete the Required Fields under the **Header** tab. **Acceptor - Receiving Report** Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture Header | Addresses | Mark For | Comments | Line Item | Pack | Attachments | Preview Document single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing. Contract Number: DAAB0797DB608 — Delivery Order — Issue Date — Inspection Point: D — Acceptance Point: D Contract Number Type — Supplies (●) — Services (○) Shipment Number **: ACCPSHIPNUM — Shipment Date *: 2010/10/15 — Estimated — Final Shipment: N — Estimated Delivery Date: YYYY/MM/DD TCN — Gross Weight — FOB: S — Serial Shipping Container Code Transportation Leg — Standard Carrier Alpha Code — Bill of Lading Number Secondary Transportation Tracking Number — Secondary Transportation Tracking Type First Line Haul Mode — Currency Code: USD — Document Total ($): 9800.67
13	Click the **Line Item** tab. **Acceptor - Receiving Report** Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture Header | Addresses | Mark For | Comments | Line Item | Pack | Attachments | Preview Document

Continued on next page

Create a Receiving Report-Acceptor

Procedure   The steps below are continued from the previous page.
(continued)

Step	Action
14	Click the **add** link under the **Actions** header to add line item data.
15	Complete the Required Fields (*) on the Line Item. MILSTRIPS can be added on the MILSTRIP tab.
16	Click on **Save Clin/Slin**.

Create a Receiving Report-Acceptor

Procedure   The steps below are continued from the previous page.
(continued)

Step	Action
17	Review the **Address**, **Mark For**, **Comments**, **Pack** and/or **Attachments** tabs as needed.
18	Review the document on the **Preview Document** tab and click the <u>**Submit**</u> button.
19	View the verification screen.

For step 17:

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Mark For | Comments | Line Item | Pack | Attachments | Preview Document

For step 18:

Acceptor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Mark For | Comments | Line Item | Pack | Attachments | Preview Document

Expand All   Collapse All

[+]Document Information
[+]Line Item Information
[+]Address Information
[+]Misc Information

Submit   Save Draft Document   Help

For step 19:

Success

The Destination Inspection and Acceptance Receiving Report was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
DAAB0797DB608		ACPRR500	

Email sent to Vendor: hq-wawf@dfas.mil
Email sent to Vendor: katrin.dilli@universal-inc.net
Email sent to Vendor: mech_navsisa_wawf_test@navy.mil
Email sent to Vendor: wawfvend@dcma.mil
Email sent to Inspector: hq-wawf@dfas.mil
Email sent to Acceptor: hq-wawf@dfas.mil

Send Additional Email Notifications

Fri Sep 17 08:59:49 MST 2010

WAWF v. 5.0.0   5